



Connecticut Civil Air Patrol (CAP) Unit

Logistics (CTLG) Procedures

National web site; www.capnhq.gov, Wing web site; www.ctwg.cap.gov,
DRMS web site; www.drms.dla.mil

19 April 2010

Summary of due dates for Logistics (LG) Reports &/or Requirements

- **Monthly by Commanders Call or sooner**, Vehicle logs (CAPF 73) are due to Wing LGT (CAPR 77-1, Para 13d & CT Wing Supplement to CAPR 77-1, Para 13).
- **Annually in January**, submit a PA-1 to the Wing PA, for verification of the Logistics, Supply and Transportation Officer Assignments.
- **Annually by 15 February**, unit Commanders/Property Managers must validate their unit's inventories (Aircraft, Vehicle, Supply & Communication) (CAPR 174-1, Para 2-16 & CT Wing Supplement to CAPR 174-1, item 9).

LOGISTICS

Only members with duty assignments for Logistics, Supply, Transportation and Communications Officer will automatically have access to Operational Resource Management System (ORMS) utilized by CAP LG to manage its assets. (CAPR 174-1, Para 2-12a & CT Wing Supplement, item 9). Copies of most Wing LG forms are available as attachments to the LG Supplements or on the Wing LG Web site. *Note; Regulation references are listed in parentheses.*

Real Property (CAPR 174-1, chapter 6)

References; CAPR 174-1 "Property Management and Accountability", dated 11 January 2010, CAPR 900-5 "Civil Air Patrol Insurance/Benefits Program", dated 1 September 2003 & CT Wing Supplement to CAPR 174-1, dated 3 March 2010.

Form/Report; Real Property Survey

- Any changes in a units meeting location or lease/agreement, will require the completion of a new Real Property Survey. Provide a copy to the Wing LG. Unit LG file folder 10-13. (CAPR 174-1, Para 6-9, visit National Web site to obtain a blank copy of a Real Property Survey).
- Annually in October (date may vary), request a current copy of Certificate of Insurance from Wing for your unit's location. Unit LG file folder 10-13. (CAPR 174-1, Para 6-5c, 900-5 Section A, Para 4, attachment 1 & CT Wing Supplement to CAPR 174-1, item 14).
- All units are required to establish and maintain written procedures for the management of issuing both unit building keys and gate access codes (if required). CTLG will review these procedures during LG visitation/inspections. If requested, CTLG will provide sample copies of established procedures & tracking sheets. Also required is the management of vehicle keys/remotes which can be incorporated with the above. Unit LG file folder 10-14. (CT Wing Supplement to CAPR 174-1, item 15).

Supply

References; CAPR 174-1, "Property Management and Accountability", dated 11 January 2010, CT Wing Supplement to CAPR 174-1, dated 3 March 2010, CAPR 10-2, "Files Maintenance and Records Disposition", dated 10 May 1999, CAPR 173-4 "Fund Raising/Donations", dated 12 May 2008 & CAP-USAF Instruction 23-205, dated 16 March 2007.

Forms; CAPF 37 "Temporary Issue Receipt", Online CAPF 111 "Online Expendable Federally-sourced Property Transfer Sheet" & Online CAPF 111a "Expendable Federally-sourced Property issue Sheet" (CAPR 174-1). Both Forms are available in ORMS under forms.

Report; S-3, ORMS annual inventory worksheet

Annual LG records processing

- After the beginning of a new year complete the following procedures:
 1. Complete the ORMS annual inventory worksheet and valid/inventory all the units non-expendable property and their condition within ORMS as either; "Serviceable", "Needs Repair", "Unserviceable" or "Missing/Damaged", by 15 February. (*CT Wing Supplement to CAPR 174-1, item 9*).
 - a) Physically (Touch the item) verify annually in ORMS that each unit member still has possession of the assigned equipment. Through ORMS, log into the "Revalidate Ind. Issues" module and verify that the member still has possession of the issued equipment. This validation can be preformed by any Property Manager (i.e.; Unit Commander/LG/Supply Officer), even from another unit. If not and the item can not be located, check the item as "missing/Damaged", which will begin the Report of Survey process. (*CAPR 174-1, Para 2-15c*).
 - b) Units should annually in January; print each member's equipment issued report listing both non-expendable and expendable items issued. Unit LG file folder 10-7. (*CT Wing Supplement to CAPR 174-1, item 6*).
 2. Complete & submit to Wing, a Unit Senior Personnel Roster (PA-01), listing the LG/Supply officer.
 3. Cutoff unit LG correspondences file's, were needed (*CT Wing Supplement to CAPR 174-1, item 11*).
- If a change in the unit LG/Supply Officer is occurring, have the incoming LG/Supply Officer log into ORMS and complete the changeover inventory. Notify CTLG via email of the change (*CAPR 174-1, Para 2-17*).

Free cadet uniform program (CAPR 174-1, Para 1-10 & CT Wing Supplement to CAPR 174-1, item 2)

All Unit Commanders/Supply Officers are responsible to verify the receipt of all Free Cadet Uniforms and notify National LGS if not received. The following web site provides related information. Copy the link below into your Web Browser for quicker access. Unit LG file folder 10-8.

http://members.gocivilairpatrol.com/cadet_programs/new_cadet_help/cadet_uniforms.cfm

Processing receipt's for non-expendable property

- For the receipt of a new item at the unit level, the unit must complete the following steps;
 1. Consult with CTLGS before adding any property/items to ORMS. (*CT Wing Supplement to CAPR 174-1, item 3*)

2. With wing approval, add the new item in ORMS with all the pertinent information and upload a copy of the sales receipt or Donation Receipt. (*CAPR 174-1, Para 2-8 & 2-9 & CT Wing Supplement to CAPR 174-1, item 4*)
3. Request from Wing LGS a property tag (old asset tag) marked with the National assigned property tag number. (*CT Wing Supplement to CAPR 174-1, item 10*).
4. The unit must attach the property tag to the newly received item.
- For donated property complete the following (*CAPR 174-1, Para 2-9 & CT Wing Supplement to CAPR 174-1, item 4*);
 5. Follow instructions outlined in CAPR 173-4, “Fund Raising/Donations”, section B7 & CT Wing Supplement sample donation letter attachment, also available in the CT Wing LG web site. Unit LG file folder 10-4.
 6. Complete a Donation Receipt and obtain the Wing Commanders signature.
 7. Complete steps 1 to 4 above.

Processing transfer’s for non-expendable property (CAPR 174-1, Para 2-13)

- Consult with CTLGS before transferring any property/items in ORMS. (*CT Wing Supplement to CAPR 174-1, item 5*)
- Transfer the item in ORMS (between two units &/or Wing). Use CAPF 37 “Temporary Issue Receipt” as an interim transaction, if necessary. Unit LG file folder 10-5.
- The accepting unit needs to receive the item within 10 working days.

Processing the issuing of non-expendable property to individuals (CAPR 174-1, Para 2-15b)

- Issue the item to the individual member within ORMS. Use CAPF 37 “Temporary Issue Receipt” as an interim transaction, if necessary. Unit LG file folder 10-5.
- Member must receive the item through eServices in ORMS within 7 days
- Units are responsible for the retrieval of non-expendable items from individuals upon their resignation/termination from Civil Air Patrol. Refer to sample letter available on the CTLG web site or as an attachment to the CT Wing Supplement to CAPR 174-1. Upload all related documents into ORMS. (*CT Wing Supplement to CAPR 174-1, item 12*).

Disposal of all non-expendable property; (CAPR 174-1, Section D & Para 2-28, 2-29, 3-31 along with CT Wing Supplement to 174-1, item 13)

- Submit a request to Wing LGS to dispose of any non-expendable items listed in ORMS.
 - Wing will notify the unit when to transfer the item(s) in ORMS to Wing for dispose action. Use CAPF 37 “Temporary Issue Receipt” as an interim transaction, if necessary. Unit LG file folder 10-5.
- If a Report of Survey is needed for missing, stolen or damaged items, initiate the request within ORMS. ORMS will notify the Wing Commander to appoint an Investigating Officer. A summary of the circumstances related to the missing/damaged item(s), must to be submitted by the Unit Commander to Wing LGS & the Investigating Officer. Upload all related documents into ORMS.

Processing receipt’s and transfer’s of expendable property (CAPR 174-1, Para 2-3, 2-4a, 2-15b & 3-5)

- Initiate the ORMS online CAPF 111 for issues/transfers of expendable item(s) between units or ORMS online CAPF 111a for issues/transfers to individuals.

- The distribution of large quantities of expendable items received from DOD sources are accomplished by using % of cadets within each unit over total cadets within the wing using the ORMS CAPF 111 (*CT Wing Supplement to CAPR 174-1, item 7*).
- Units are responsible for the retrieval of expendable items from individuals upon their resignation/termination from Civil Air Patrol. Refer to sample letter available on the CTLG web site or as an attachment to the CT Wing Supplement to CAPR 174-1. Upload all related documents into ORMS. (*CT Wing Supplement to CAPR 174-1, item 12*).

Transportation

References; CAPR 62-2 "Mishap Reporting and Investigation" dated 27 November 2007, CT Wing Supplements to CAPR 62-2 dated 1 May 2008, CAPR 77-1 "Operation and Maintenance of CAP Vehicles" dated 1 September 2003, CT Wing Supplement to CAPR 77-1, dated 5 August 2007 & CAPR 900-5 "Civil Air Patrol Insurance/Benefits Program", dated 1 September 2003. Forms; CAPF 73 "CAP Vehicle Inspection Guide and Usage Data" (CAPR 77-1), CAPF 75 "CAP Motor Vehicle Operator ID Card" (CAPR 77-1) & CAPF 133 "Vehicle Self Insurance (VSI) Claim Form" (CAPR 77-1).

- Monthly by Commander's Call or sooner submit to Wing the previous months CAPF 73's vehicle usage. (*CT Wing Supplement to CAPR 77-1, Para 13*).
- Vehicle operators will use CTLGT amended checklist to CAPF 73 (along with a CAPF 73) when performing the daily vehicle checking. Unit file folder 10-10.
- CAP vehicles will only be used for CAP activities, no personnel use. CAP vehicles will be made available for any unit requesting use if the home unit is not in need of the vehicle during the time period the vehicle is requested (*CAPR 77-1, Para 7a & CT Wing Supplement to CAPR 77-1, Para 5 and attachment 4*).
- A form letter is available on the CT Wing LG web site for authorizing the use of private vehicles on CAP activities. CAP vehicles should be used, if available, before using member's private vehicles (*CAPR 77-1, Para 7b & CT Wing Supplement to CAPR 77-1, Para 6 and attachment 8*).
- Smoking is NOT allowed in any CAP corporate vehicle or any private vehicle used for CAP activities (*CT Wing Supplement to CAPR 77-1, Para 7 and attachment 9*).
- The Vehicle Insurance Card is replaced annually by October (date may vary), if not received, request from Wing LGT. Keep a copy at all times in the unit vehicle.
- All units are required to establish and maintain written procedures for the management of issuing vehicle keys/remotes. CTLG will review these procedures during LG visitation/inspections. If needed, CTLG will provide sample copies of established procedures & tracking sheets. Also required is the management of building keys. This can be incorporated with the above. Unit file folder 10-14.
- If a change in the unit Transportation Officer, have the incoming Transportation Officer log into ORMS and complete the changeover inventory of the unit's vehicle. Notify the CTLG via email of the change (*CAPR 174-1, Para 2-17*).

Receiving/Transferring of a CAP vehicle (CAPR 77-1, Para 13b3 & c, copy filed in Unit LG file folder's 4-1)

- When receiving or transferring a vehicle, the Wing will transfer and the Unit Commander or Transportation Officer will accept the vehicle through ORMS.

Maintenance of CAP Vehicles (CAPR 77-1, Para 9 & CT Wing Supplement to CAPR 77-1, Para 9 & 10)

- Units will record regular maintenance and repairs under the Maintenance section for their vehicle in ORMS. Units will print & file a copy of the ORMS Maintenance & repairs in the vehicle log book. In lieu of, units may also record maintenance and repairs on the Vehicle Maintenance Schedule spreadsheet located in each vehicles log book. Units will also notify Wing of any Maintenance or repairs completed by submitting a copy of all invoices and notating on the monthly CAPF 73 (*CAPR 77-1, Para 9b*).

- Routine maintenance of CAP vehicles is the responsibility of the vehicles assigned unit. National may reimburse the Wing/unit for repairs or maintenance, when funds are available. The following are the steps for obtaining reimbursement (*CAPR 77-1, Para 9b,c & 12*);
 1. Obtain an estimate of the repair or maintenance and submit to Wing.
 2. After approval from wing and assignment of a National control number, complete the repair or maintenance.
 3. Once completed, obtain a copy of the paid invoice and submit to Wing for payment to the vendor from either the Wing or Unit finance account.
 4. If paid directly by a member of the unit, submit a paid copy of the invoice to Wing for reimbursement to the member.
 5. File copies in the LG vehicle folder 10-9.
- Only CAP authorized markings are allowed on CAP vehicles (*CAPR 77-1, Para 10a*).

CAP Motor Vehicle Operator ID card (CAPF 75) (CAPR 77-1, Para 5 & CT Supplement to CAPR 77-1, Para 2)

- Upon joining CAP members should apply for a CAPF 75 “CAP Motor Vehicle Operator ID Card” by submitting the following to CTLGT;
 - Special amended CAPF 2a “Request for and Approval of Personnel Action”. Members must sign the CAPF 2A indicating that they have read CAPR 77-1 & CAPR 62-2 along with the supplements to those regulations. Unit commanders also must sign the CAPF 2A.
 - CT Wing authorization to obtain driver’s history. The Wing, due to an agreement with the State of CT DMV, can obtain the member’s driver’s history free of charge.
 - A **READABLE** copy of the member’s current state driver’s license.

The above forms are available online CTLG web site or are included in the CT Wing Supplement to CAPR 77-1. Also, unit file folder 10-11. (*CAPR 77-1, Para 5c & CT Wing Supplement to CAPR 77-1, Para 2, attachment 1 & 2*).
- Upon renewal of a members State Drivers license, members are required to submit to wing a READABLE copy of the renewal driver’s license and the CT Wing authorization to obtain drivers history form, to renew their CAPF 75. This is free if the Wing obtains the member’s state drivers history. CTLGT will regularly provide of list of members whose state drivers license is up for renewal or a driver’s history check is due.
- If a CAP member has an out of state driver’s license, then the member is required to obtain their drivers history from their states DMV (i.e. New York, RI, Mass, etc.) and incur any charges associated with obtain there drivers history.
- Members who do not respond with the required information or upon notification by the unit commander that a member(s) is/are no longer active in CAP, CTLGT will revoke that members CAP drivers license. A notification is sent to all units on members whose CAP driver’s license has been revoked. This notification will content the drivers name, CAP ID#, reason for revoking & unit assigned (*CAPR 77-1, Para 5*). Copies are filed in Unit LG file folder 10-9.
- CAP drivers licenses may be revoked by CTLGT for reasons related to the operation and safety of driving a CAP vehicle (*CAPR 77-1, Para 5d, file folder 6-5*).
- Members involved in any vehicle accident involving a CAP vehicle, may have their CAP drivers license (CAPF 75) suspended until an investigation is completed (*CAPR 77-1, Para 11c*).